CalTime and UCPath
Frequently Asked Questions
Last Updated 03/08/19

1. **Is UCPath replacing CalTime?**

   Although Berkeley is transitioning to a UC wide HR and Payroll System, CalTime will continue to be UC Berkeley's standardized timekeeping system for reporting hours worked and leave taken.

2. **What is UCPath?**

   UCPath is a new HR, Payroll, Benefits, and Academic Personnel Solution for all University of California Employees. For more information, please visit https://ucpath.berkeley.edu/home.

3. **What is happening during March 2019?**

   During March, UC Berkeley will transition to a new HR and Payroll system. As a result, CalTime will be unavailable to online users during March 21-24th.

   For Biweekly Employees, your first paycheck issued by UCPath on April 3rd will include time reported in CalTime during March 10-23.

   For Exempt Employees, CalTime only tracks leave taken and will submit leave taken during the month of February to UCPath during the month of March.

4. **Why will the CalTime system be unavailable during March 21-24?**

   CalTime will be unavailable to online users during March 21 -24 in order to perform system maintenance required to integrate with the UCPath system.

5. **Will the CalTime system change at all?**

   The CalTime online application will have **no visual changes**. Users can expect to use CalTime as they do today. Employee ID numbers will be updated to reflect the new UCPath assigned employee ID.

6. **How do I report my time during the CalTime March outage?**

   REAL TIME EMPLOYEES WHO REPORT TIME ONLINE AND NOT ON A TIMECLOCK:
   Record time as usual during March 10-20. Complete the projected hours form if they plan to work or take leave on March 21-23. They must submit the form to their supervisor by Monday, March 18. Approve their timecard on March 20. In order to be

paid for hours on March 21-23, their supervisor must enter their hours in CalTime in advance by 5pm on March. 20.

REAL TIME EMPLOYEES WHO REPORT TIME <u>USING A TIMECLOCK</u>
Time-clocks will still be available to applicable employees during March 21-24 (online outage period) and you do not need to turn in a time projection form to your supervisor.

ANYTIME EMPLOYEES:
Enter in advance the hours they plan to work and/or leave for March 21-23. Approve timecard by March 20.

EXEMPT EMPLOYEES:
Record leave taken during the month of March as usual however will be unable to access CalTime during March 21-24.

7. **I am supervisor, how do I support my employees during March 2019?**

   You will need to assist your realtime (those that record their start and stop time on a daily basis) employees by entering in advance the hours that the RealTime employee plans to work or leave planned for March 21-23 (designated CalTime online outage period).

   The [project hour's form](#) was created to help supervisors collect hours from the employees that are working or using leave during March 21-23. The form is for their use only and does not need to be turned into CSS or CalTime.

   You will need to approve timecards by Noon on March 25 and are asked to review employee hours throughout the biweekly period, adjust as needed and seek immediate assistance form the department timekeeper if needed.

   Please continue to use CalTime to report hours worked and leave taken and approve time based on the [CalTime approval deadline calendar.](#)

8. **Are the approval deadlines changing?**

   The employee and supervisor approval deadlines for employees reporting time on a biweekly cycle have changed in order to adhere to the UCPath time submission due dates.

9. **Why are the approval deadlines earlier for supervisors?** The new deadlines were implemented to ensure CalTime sends all employee hours by the UCPath payroll deadlines.

10. I work in HR and Payroll and I am responsible for updating the Friendly name application. How will this Friendly name application change?

The Friendly name application will be unavailable March 14-25 as there will be no job updates from our legacy HCM (HR) system. The Friendly name application is expected to be available March 26th. Going forward, due to the delay in importing data from UCPath, Friendly name updates may require a three day processing window.

11. Who do I contact in the future if my hours are incorrect on my timecard?
The existing process remains the same. Employees should discuss time recorded and necessary adjustments with their supervisor. The employee and supervisor may reach out to their local UC Berkeley department timekeeper for additional assistance. UCPath will be unable to assist with questions regarding CalTime or the hours recorded within CalTime.

12. Where can I find more information about UCPath
Please visit UC Berkeley's UCPath webpage at https://ucpath.berkeley.edu/home

13. Who can I contact if I have additional questions regarding CalTime?

For more information:
CalTime website: Visit the https://CalTime.berkeley.edu/
For CalTime support: Email CalTime@berkeley.edu or call the CSS Help Desk at (510) 664-9000, press option 5 for CalTime